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ANNUAL REPORT

1975-1976

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INTRODUCTION

During the 1975-76 school year, Catawba Valley Technical Institute experienced pressure and change which was unique in its 16-year history. The institution experienced an exceptionally heavy enrollment without a proportionate increase in financial resources to support additional needed personnel. Agencies of every level of government continued to accelerate the pace of their involvement in the everyday operation of CVTI, the result of which was a significant increase in required paperwork. The State Board of Education and other state policy-makers, for the first time, attempted to dictate personnel policies, such as those regarding annual leave time. Other unusual pressures during the year included the process of inhabiting new facilities, an unusually high rate of change in personnel and an increased demand for stricter attendance accounting by the Department of Community Colleges and the Veterans Administration.

Despite the unique problems, however, the CVTI faculty and staff, in the view of the institution's administration, rose to the occasion and performed in an exceptional manner. This annual report, which follows the period from September 1, 1975, through August 31, 1976, is intended to stand not only as another chapter in the history of CVTI, but also as a commendation to the dedication of the institution's personnel for a job well done, especially during these unusual times. Only through the hard work of a dedicated faculty and staff could CVTI continue to progress in providing better learning conditions such as higher instructional quality, flexibility in program scheduling and realistic and useful curriculum content. The sincere desire



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on the part of all CVTI personnel to assist in the personal growth of the individual student has been the key ingredient in providing a high-quality educational opportunity to the people of the Catawba Valley.

The following information is a summary of the developments during the past year at CVTI, including the usual presentation of statistics as a partial measure of change and success. While it is impossible to measure educational opportunity and instructional quality through statistics, it is generally felt throughout the institution that CVTI students during the past year were receiving better preparation for employment than ever before. The activities that contribute to a successful school year can best be discussed and examined by talking directly with students and school personnel about their feelings toward what they are doing. It is recommended, therefore, that this annual report be read as only half of the story of CVTI's progress and that interested individuals visit the classrooms and laboratories themselves to see the more exciting half in action.

INSTRUCTION

NEW CURRICULUM PROGRAMS

Two new curricula were developed and approved during the 1975-76 school year, both scheduled to begin operation in the 1976-77 academic year. Furthermore, three vocational programs were approved during the year for implementation as soon as physical resources become available, hopefully by fall 1977.

A two-year Associate of Applied Science degree curriculum to train emergency care physician assistants was developed through cooperative planning with the North Carolina Office of Emergency Medical Services, the Bowman Gray School of Medicine and Glenn R. Frye Memorial Hospital. The program will be a pilot effort to prepare individuals for occupations in hospitals, clinics and other medical facilities. By training assistants to the primary care physician, the program is an answer to the need expressed by rural and small town hospitals for emergency room personnel. Financial and other supportive resources have been offered by health care agencies in order to assist with making the program a success.

In response to the needs expressed by elementary schools, day care centers and kindergartens, a two-phase program for training education aides was developed. Phase One of the curriculum will prepare individuals for entry level employment as paraprofessionals in early childhood facilities. Phase Two, optional for students, will allow those interested to specialize in certain aspects of early childhood work. An exceptionally good working relationship will likely result in additional short courses and seminars for persons already employed in these facilities.

New Vocational Diploma programs were approved by the CVTI Board of Trustees in air conditioning, automobile body repair and welding. These programs will occupy space in the oldest wing of the main building, space which will be vacated and remodeled when the new Engineering Technologies Building is occupied.

REVISED CURRICULA

A very positive aspect of the instructional program at CVTI is its flexibility with regard to updating instructional content and goals and objectives of instruction. During the past year all programs were reviewed and changes were recommended and implemented where needed. The following are summaries of changes of major importance.

Automotive Diagnosis Instruction Added to the Automotive Mechanics Program--This effort will include an additional quarter to allow students to specialize in engine tune-up and diagnosis after having completed the regular automotive program. A new laboratory is being planned to house this course.

Operating Room Technician--The curriculum was updated in content and graduates will be awarded the Vocational Diploma rather than a Certificate upon completion.

Adaptation of the Licensed Practical Nursing Program to the Associate Degree in Nursing Curriculum--Minor changes were made in the curriculum to allow students to transfer easily after graduation to the Associate Degree in Nursing program at Caldwell Community College.

Electronics/Electromechanical Technology--With the prospect of updated laboratory equipment and minor curricula revisions, students will be prepared for occupations where skilled craftsmen utilize mini-computer and digital fundamentals.

TERMINATED CURRICULA

After careful study, decisions were made to terminate or transfer four curricula. These decisions were based on economic as well as academic factors.

The Legal and Medical Secretarial curricula were terminated as separate degree programs. Students will be offered elective courses as needed in these specialities while majoring in the executive secretarial program. With the establishment of the Mechanical Engineering Technology curriculum the Mechanical Drafting program was eliminated as a separate offering. Students will receive a sufficient amount of drafting in the mechanical technology curriculum to prepare them for jobs in drafting if they desire.

The Agricultural Science and Mechanization curriculum offered since 1972 by CVTI at North Iredell High School near Statesville was transferred to Mitchell Community College.

COOPERATIVE INMATE TRAINING

A comprehensive training program for inmates at the Iredell County Correction Unit was started after two years of planning by various agencies. The North Carolina Department of Corrections, the Prison Enterprise System, and the Southern Association of Furniture Manufacturers cooperated in developing a program to train inmates for occupations in the furniture industries, including upholstering and woodworking, through new facilities provided by the Corrections Department. It is estimated that approximately 24 new furniture employees can be trained each year.

SPECIAL PROGRAMS FOR UNEMPLOYED AND UNDEREMPLOYED

Through special grants from the Federal government, special courses were offered to students under the Comprehensive Employment and Training Act (CETA). Persons designated by the Employment Security Commission as unemployed or underemployed were eligible to receive training allowances and participate in the program. Fifteen students enrolled for the clerk general office program, and 14 of these graduated with marketable skills for employment. Fifteen students also were enrolled in the furniture machine operator training program, and seven of these graduated with marketable skills.

CONTINUING EDUCATION

Courses and programs offered through the Continuing Education Division were popular with citizens throughout the community. Due to a reduction in funds available for continuing education courses, priorities were established causing 30 percent of the general adult offerings to be cut from the schedules. Greater emphasis was placed on courses to be used for upgrading and preparing persons for employment.

Easy accessibility of education to area residents has been a constant goal of CVTI. Examples of methods used to accomplish the goal include the following:

- (1) In-Plant Furniture Training--CVTI provides training expertise and an instructor to local furniture plants for upgrading machine operators on a short-term basis.

- (2) Cooperative Knitting Machine Fixing Program--Area hosiery companies are participating in an effort to upgrade the skills of knitters and knitting machine fixers. A CVTI instructor conducts class one day per week and on-the-job instruction to students as a method of improving skills.

(3) Other Off-Campus Courses--Approximately 100 curriculum students were enrolled in evening classes at Alexander Central High School. Also, non-credit adult and extension classes were offered in homes, churches, industrial plants, community centers, schools and other places where instruction was convenient to students.

Table I, on page 10, contains a summary of enrollment and membership hours generated in continuing education courses during the year.

METHODS IMPROVEMENT

A continuous goal of the institution is top quality instruction for the purpose of preparing individuals for employment. Projects undertaken during the year in an effort to achieve this goal include the following:

Developmental Studies--Students in the business and engineering division who needed extra help with basic subjects were offered special courses. Program evaluation indicated that the approach used in the business division was generally successful. A pre-technical curriculum plan attempted in the engineering division was not successful.

Consortium for Sharing Educational Materials--Catawba Valley Technical Institute joined with approximately 30 other institutions in the Community College System to facilitate sharing locally developed instructional materials and methods.

Faculty and Staff Evaluation System--The comprehensive evaluation system which has been used for three years was refined slightly. Performance appraisal followed by recommendations for each staff member has helped to improve the overall effectiveness of the staff.

Planning Efforts for 1976-77--Several major instructional improvements will be undertaken during the 1976-77 year that were planned and developed this year. These include:

- a. Special programs for staff development
- b. Continuation of developmental studies research funded by a Kellogg Grant
- c. Participation in the Rural Renaissance Program for the purpose of developing multi-media instructional materials
- d. Cooperative sponsorship of the "Right to Read" program for adults with Catawba County Schools and other agencies.

LEARNING RESOURCE CENTER

All phases and operations of the Learning Resource Center grew during the year, reflecting the general growth of the institution. The most prominent change in the Learning Resource Center was the occupation of new facilities in the east wing, encompassing some 12,000 square feet of space. The number of books in the library grew to more than 22,000 during the year, and the total circulation of books, equipment and audiovisual materials reached 26,014.

A number of services in the Learning Resource Center were either added or upgraded during the year, due primarily to the new facilities. Instructional printing, for example, was upgraded from a part-time service to a full-time service with a total of 1,147,022 pages being duplicated. Instructors generally submit their materials for printing and receive them ready for distribution in class. Items printed in the upgraded operation also included institutional forms, curriculum brochures, recruiting materials, class schedules and hand-books. The added working area also facilitated a film inspection and cleaning program which most instructors feel has definitely upgraded film service. By inspecting and cleaning films after each circulation, damages can be repaired

immediately, thereby reducing interruptions during showing. Moreover, addition of the new instructional auditorium created a greater demand for audiovisual services to the community, and the audio studio made it possible for the Learning Resource Center to carry out a higher quality of tape duplication services for instructors.

TABLE I

ENROLLMENT AND ANNUAL AVERAGE FULL-TIME EQUIVALENT STUDENTS
STATISTICAL SUMMARY OF CONTINUING EDUCATION PROGRAM
SUMMER 1975 - SPRING 1976

Division	Enrollment		Percent Increase	Average Full-Time Student Equivalents Per Quarter		Percent Increase
	1974-75	1975-76		1974-76	1975-76	
General Adult	4,628	1,600	-65%	220.1	75.7	-66%
Occupational Extension	8,583	6,713	-22%	482.3	344.0	-29%
Occupational Health	2,989	3,228	+08%	368.3	268.5	0%
Learning Laboratory	494	571	+16%	54.4	67.5	+24%
SUBTOTAL	16,694	12,112	-27%	1,025.1	755.7	-26%
Adult Basic Education	687	966	+41%	57.7	56.3	-02%
MDTA/CETA & Self-Supporting	63	21	-67%	20.4	2.7	-87%
New & Expanding Industry	-	49	-	-	11.1	-
TOTAL	17,444	13,148	-25%	1,103.2	825.8	-25%

ENROLLMENT REPORT

For the sixth consecutive year, the number of credit students significantly increased during 1975-76. Enrolled were 3,044 individuals--310 more than the record established the preceding year. The percentage increase of 11.3, however, was well below the 28.5 percent of 1974-75. The enrollment growth for evening students appears to have reached a plateau as the increase amounted to 9.5 percent. Day students, however, increased 13.8 percent and numbered 1,352 compared to 1,692 evening students. Off-campus enrollment increased by 24.8 percent, from 165 to 206. This resulted, primarily from the increase in students in the Iredell Prison Unit.

CHOICE OF PROGRAM

As shown in Table II, Enrollment by Division and Curriculum, on page 17, three of the four instructional divisions showed enrollment increases. These were Business (26.4%); Engineering (22.8%); and Furniture (11.3%). The Environmental and Life Science Division decreased by 1.5 percent while Special Students dropped 16.9 percent.

Ranked according to the total number of students enrolled, the Business Division was first with 1,582 students. Second was Engineering (408) followed by Environmental and Life Science (326) and Furniture (187).

Table II further indicates that 29 curricula were offered during the year with enrollment increases in 22 of the 29. The increases ranged from 1.9 percent in recreational grounds management to 120.0 percent in industrial engineering. Those programs increasing by 50 percent or more were mechanical technology (1,650%); industrial engineering (120%); real estate (69%); and

traffic and transportation (59%). Programs with growth of 25 to 49 percent were data processing (46%); automotive mechanics (44%); secretarial (32%); accounting (31%); and agricultural business (27%).

Six programs showed enrollment decreases. These were, in descending order, practical nursing (-11.2%); landscape technology (-10.7%); electronic product servicing (-8.0%); furniture drafting and product development (-7.7%); farm coop. (-7.1%); and furniture production management (-4.4%). Only the electronic product servicing showed a decrease for the second consecutive year. (Special Students also decreased for the second straight year, by 16.9 percent. These students, however, are not listed by division.)

FULL-TIME EQUIVALENTS

The enrollment measure by which CVTI receives its funding from the State, "Full-Time Equivalents," showed only a two percent increase over 1974-75. FTEs in the credit occupational programs increased by 43 percent in the evening program and 16 percent during the day for a total increase in credit curricula of 25 percent. However, this substantial gain was almost counterbalanced by a 26 percent overall drop in the FTEs produced by the continuing education (non-credit) program. General adult education programs, for example, dropped 66 percent in FTEs, because of the general cutback in funds available for continuing education programs. The complete picture of FTEs in the instructional program is outlined in Table III and Table IV of this report, located on pages 18 and 19.

VETERAN ENROLLMENT

The number of veterans enrolled during 1975-76 again established a record which totaled 1,257. This, however, was an increase of only 14 students (1.1%).

Thus, veterans comprised 41.3 percent of the total student body. The preceding year, 41.8 percent of the total curriculum enrollment were former servicemen. The improved economy combined with the expiration of benefits for hundreds of veterans suggests that the Institute may expect a slow decline in veteran enrollment during the next several years.

Of the 1,257 veterans, 406 attended day classes and 851 were enrolled evenings. In this case then, 30.0 percent of the day students were veterans while 50.3 percent of evening students were ex-G.I.s.

During this year it was again noted that the withdrawal rate of veterans was lower than for the general student body although the difference was much less than last year. (During 1975-76, 397 veterans withdrew compared to only 151 last year.) For veterans the withdrawal rate was 31.6 percent while for all students the rate was 33.1 percent. (Slightly more than 25 percent of the day withdrawals and 50 percent of the night withdrawals were veterans.) Again the expiration of veterans benefits accounts for this year's increased withdrawal rate with more than 200 veterans so affected.

OTHER ENROLLMENT DATA

The number and percentage of credit students from Catawba County continued the expected rise, reaching a record 2,186 persons (or 71.8 percent of the total). Alexander County remained the second largest source of students (8.5%) followed by Burke (6.2%); Lincoln (3.8%); Caldwell (3.4%) and Iredell (2.4%). Students from all other sources accounted for 3.6 percent of the enrollment. Iredell County continued to decline as a source of students as it dropped from third to sixth position (a decline of 54 percent this year). The transfer of the farm cooperative program to Mitchell Community College in 1976-77 will reduce the Iredell enrollment another 50 percent.

The rank order listing of high schools having the largest number of students enroll at CVTI shows few changes from the prior year. Hickory High, in spite of a decrease of 66 students, continued to lead all schools with 545 enrollees. Second again was Newton-Conover with 245 while St. Stephens remained third with 226. Fourth through tenth positions respectively were Alexander Central (163); Fred T. Foard (156); Bunker Hill (140); Bandys (96); East Burke (81); Maiden (73); and Granite Falls (68). Compared to 1974-75, East Burke and Maiden exchanged eighth and ninth spots while Granite Falls replaced North Iredell in tenth place.

Change was also evident in two other student characteristics. The trend toward a student body composed of an increasing male population continued as 2,142 males registered compared to 902 females. This was the highest male enrollment numerically and percentage wise (70.4) in five years. The number and percentage of blacks and other minorities also reached a new high. Of the 3,044 enrollees, 334 or 11.0 percent were non-white.

WITHDRAWALS

The number and percentage of students withdrawing from CVTI during 1975-76 was the largest in the history of the Institute. The number was 1,010 compared to 554 last year. The percentage of enrollees withdrawing jumped from 20.3 to 33.2, and if special students not seeking a degree are excluded from the enrollment, the withdrawal rate reaches 42.6 percent.

Withdrawals during 1975-76 were quite the opposite of last year, inasmuch as females, evening students, and second-year students had higher withdrawal rates than males, day students, or first-year students. For example, 45.2 percent of the females withdrew while 41.9 percent of the males did so.

Similarly, 45.9 percent of the second-year students failed to continue studies compared to 41.4 percent of the freshmen. The withdrawal rate for evening students was 46.4 percent and for those attending days it was only 38.7 percent.

The withdrawal rates by divisions were Business, 48.6%; Engineering, 35.0%; Environmental, 34.8%; and Furniture, 21.7%. The rate of withdrawal by program varies considerably from a miraculously low 1.9 percent in farm cooperative to 85.0 percent in postal service. Those curriculums with the highest terminations were postal service (85.0%); ag-business (66.7%); accounting (63.4%); landscape (63.3%); and industrial engineering (61.9%). Curricula with the lowest rates were farm cooperative (1.9%); practical nursing (13.5%); upholstery (18.0%); and furniture production (18.8%).

There were at least four factors which had a significant and expected influence on withdrawals. These were (1) the expiration of G.I. Bill benefits for more than 200 veterans; (2) an improved economy and job availability; (3) a reduction in course offerings resulting from reduced state funds; and (4) fewer students who were willing to attend during the summer quarter. In relation to the last of these is the fact that more students withdrew during the spring quarter (474) than in either the fall (314) or the winter (222).

Compared to other institutions in the Department of Community Colleges, however, CVTI continues to maintain an enviable record regarding withdrawals. State reports reflect three types of terminations: (1) completions; (2) early leavers with marketable skills (ELMS); and (3) dropouts. The total number of CVTI terminations is some 35 percent lower than the state average. On the other hand, the percentage of CVTI terminations resulting from graduation is more than $2\frac{1}{2}$ times higher than the state average. Only slightly less

impressive is the fact that the percentage of CVTI Early Leavers with Marketable Skills is some 82 percent greater than the state average. Perhaps most important is that CVTI terminations classified as dropouts is 72 percent less than the state average.

GRADUATES

A record 339 graduates completed studies during 1975-76. This was 65 (23.7%) more than in 1974-75. As can be seen in Table V, Graduates: 1975-76, on page 20, the increase in graduates occurred in the Business and Engineering Divisions with slight decreases in the Life Science and Furniture Divisions. Curricula showing substantial increases in graduates were accounting, industrial management, architectural drafting and automotive mechanics. Those showing the greatest decreases included industrial engineering, landscape, and practical nursing.

Graduates continued to find employment (83 percent) with most jobs directly related to the training they completed at the Institute. Sixteen percent of the annual follow-up respondents continued their education with half of these employed in jobs related to CVTI training. Salaries ranged from \$100 to \$302 per week with the average being \$153.00. By division, the salaries were Engineering, \$173; Life Science, \$163; Business, \$148; and Furniture, \$144. All divisions showed weekly salary increases of between \$20 and \$30 over the 1974 graduates.

ENROLLMENT BY DIVISION AND CURRICULUM
1974-76

Curriculum	1973-74	1974-75	1975-76	Change	
				Number	Percent
BUSINESS DIVISION:					
Accounting	103	136	179	+43	+31.4
Business Administration	221	381	440	+59	+15.5
Data Processing	85	115	172	+57	+49.6
Secretarial	144	129	171	+42	+32.6
Industrial Management	116	394	438	+44	+11.2
Postal Service	---	---	22	+22	+100.0
Real Estate	11	55	93	+38	+69.1
Traffic & Transportation	32	42	67	+25	+59.5
(Sub-total)	(712)	(1252)	(1582)	(+330)	(+26.4)
ENGINEERING DIVISION:					
Architectural Drafting	53	57	62	+5	+8.8
Automotive Mechanics	92	74	107	+33	+44.6
Elect. Install. & Maintenance	53	39	41	+2	+5.1
Electronics	44	49	53	+4	+8.2
Electromechanical	25	39	40	+1	+2.6
Electronics Products Servicing	34	25	23	-2	-8.0
Industrial Engineering	42	20	44	+24	+120.0
Machine Shop	12	--	--	--	---
Mechanical Drafting	14	7	3	-4	-57.1
Mechanical Technology	--	2	35	+33	+1650.0
(Sub-total)	(369)	(332)	(408)	(+76)	(+22.8)
FURNITURE DIVISION:					
Furniture Drafting	21	13	12	-1	-7.7
Furniture Production	59	68	65	-3	-4.4
Upholstery	31	50	55	+5	+10.0
Upholstery Cutting & Sewing	29	37	55	+8	+21.6
(Sub-total)	(140)	(168)	(187)	(+19)	(+11.3)
ENVIRONMENTAL & LIFE SCIENCE DIV.					
Agricultural Business	23	52	66	+14	+26.9
Farm Co-op	34	56	52	-4	-7.1
Landscape Technology	41	56	50	-6	-10.7
Operating Room Technician	12	25	25	--	---
Practical Nursing	67	89	79	-10	-11.2
Recreational Grounds Management	49	53	54	+1	+1.9
(Sub-total)	(226)	(331)	(326)	(-5)	(-1.5)
SPECIAL DIVISION:					
Special	681	651	541	-110	-16.9
(Sub-total)	(681)	(651)	(541)	(-110)	(-16.9)
Total	2128	2734	3044	+310	+11.3

TABLE III

ANNUAL AVERAGE FULL-TIME EQUIVALENT STUDENTS
 STATISTICAL SUMMARY OF OCCUPATIONAL CURRICULUM PROGRAM
 SUMMER 1975 - SPRING 1976

Division (Day and Evening)	Average Full-Time Student Equivalents Per Quarter		
	1974/75	1975/76	Percent Increase
Business Technology	501.9	676.2	+35%
Engineering Technology	203.1	264.3	+30%
Environmental & Life Sciences Technology	247.3	260.4	+05%
Furniture Technology	84.9	114.8	+35%
Related	250.5	293.0	+17%
TOTAL	1,287.7	1,608.7	+25%

TABLE IV

ANNUAL AVERAGE FULL-TIME EQUIVALENT STUDENTS
STATISTICAL SUMMARY OF TOTAL INSTRUCTIONAL PROGRAM
SUMMER 1975 - SPRING 1976

Division	Average Full-Time Student Equivalents Per Quarter		
	1974/75	1975/76	Percent Increase
Credit:			
Day	865.2	1005.0	+16%
Evening	422.5	603.7	+43%
SUBTOTAL CREDIT	1287.7	1608.7	+25%
Continuing Education:			
General Adult	220.1	75.7	-66%
Occupational Extension	482.3	344.0	-29%
Occupational Health	268.3	268.5	00%
Learning Laboratory	54.4	67.5	+24%
SUBTOTAL CONTINUING EDUCATION	1025.1	755.7	-26%
Adult Basic Education	57.7	56.3	-02%
MDTA/CETA & Self-Supporting	20.4	2.7	-87%
New & Expanding Industry	--	11.1	00%
TOTAL	2390.9	2434.5	+02%

TABLE V

GRADUATES: 1976 COMPARED WITH 1975

CURRICULUM	MALE	1976 FEMALE	TOTAL	1975 TOTAL
BUSINESS:				
Accounting	21	13	34	13
Business Administration	37	7	44	35
Data Processing	9	6	15	9
Executive Secretary	0	4	4	8
General Office	0	7	7	6
Industrial Management	36	1	37	13
Legal Secretary	0	2	2	3
Medical Secretary	0	2	2	5
Real Estate	1	0	1	0
Traffic and Transportation	5	0	5	7
SUB-TOTAL	110	42	152	99
ENGINEERING:				
Architectural Drafting	22	2	24	17
Automotive Mechanics	37	0	37	24
Electrical Installation	10	0	10	10
Electromechanical	13	0	13	11
Electronics	10	0	10	8
Industrial Engineering	3	0	3	7
Machine Shop	3	0	3	0
Mechanical Drafting	3	0	3	1
Mechanical Engineering	1	0	1	0
SUB-TOTAL	102	2	104	78
ENVIRONMENTAL-LIFE SCIENCE:				
Agricultural Business	2	0	2	2
Landscape Technology	6	2	8	7
Practical Nursing	2	44	46	52
Recreational Grounds	10	0	10	10
SUB-TOTAL	20	46	66	71
FURNITURE:				
Furniture Drafting	4	3	7	8
Furniture Production	10	2	12	9
SUB-TOTAL	14	5	19	17
TOTALS	246	94	340	262

STUDENT SERVICES

Three policy changes were made in Student Services which directly benefited students and the Institute. The first was the conversion of the high school equivalency program to the exclusive use of the state and nationwide General Educational Development (GED) Testing Program. By eliminating the Adult High School Diploma Program, instruction in the CVTI high school courses was strengthened, much broader recognition of the diploma recipient was provided, and the participant's misunderstanding of the two programs was eliminated.

The second policy change involved the implementation of a new admissions testing program. Use of the General Aptitude Test Battery administered by the Employment Security Commission was discontinued. Instead applicants were given achievement tests in English, reading, math and general learning ability. These were used to recommend developmental courses for the academically deficient student. (It also provided an additional beneficial interaction between student services staff and faculty.)

The third policy change of invaluable assistance to students and staff was the use of faculty to assist and advise evening students in course selection and the registration process. Registration was expedited, students were assisted in selecting appropriate courses, and instruction appeared to improve as students were registered for classes in which they met prerequisites and for which they were prepared.

Finally, members of the Student Services staff were instrumental in obtaining and effectively using special project funds amounting to more than \$148,200. These funds were obtained to provide and/or improve direct services to students or improve instructional programs. A breakdown of these funds includes: for

services to veterans, the Veterans Cost of Instruction funds, \$29,950; for recruiting students and developing remedial instruction, Disadvantaged and Handicapped funds, \$27,634; for financial aid, the Basic Educational Opportunity Grant, \$45,746 and College Work Study, \$9,929; and for developing remedial instruction, a Kellogg Foundation Grant, \$34,980.

INFORMATION SERVICE

As expected, the record enrollment placed added demands upon the Student Services Staff in terms of information and recruitment. As a part of the information service, monthly visits were scheduled in each of the area high schools. In addition, CVTI representatives participated in more than 30 college/career days; presentations were made to more than 50 senior English classes, and counseling dates were established in all Catawba County high schools. Almost constant use was made of the CVTI film in the high schools. Special informational activities also involved service to some 500 high school students who participated in the District FFA and DECA conferences held on the CVTI campus.

Through special federal funds the recruitment of disadvantaged and handicapped individuals continued. From November 1, 1975, through August 1, 1976, 134 such persons were identified, 109 were contacted, and 77 were enrolled. Of the 77 who became CVTI students, 19 enrolled in credit programs, seven in CETA classes, 29 in the GED and directed studies lab, and 24 in continuing education classes.

Perhaps one measure of effectiveness of the information service is the extent to which those who apply actually enroll. During the year, there were 1,988 new applicants. Of these, 1,911 completed the admissions requirements and 1,837 of the 1,911 were accepted. Only 151 applicants failed to enroll.

TESTING

Again the testing program experienced a marked increase in the number of individuals tested, the number of testing sessions, and the total number of tests administered. Some 3,324 tests were administered for a growth rate of 46.6 percent. The increase was due to the continued growth of the GED High School Equivalency Program, the influx of requests for vocational/personal counseling, and the implementation of the new admissions testing program. By far, the greatest numbers of tests were administered in the admissions program which included intelligence, reading, and achievement testing.

Five hundred sixty-six individuals participated in the GED Equivalency Program. Of these, 266, or 47 percent, passed all tests and received Equivalency Diplomas. In the process of "phasing out" the Adult High School Diploma Program, 94 persons were tested with 23, or 24.6 percent, receiving Adult High School Diplomas.

FINANCIAL AID

Excluding veterans, 213 individuals each received a portion of \$86,088 during the school year. Both the number assisted and the amount of monies administered were the largest in the Institute's history and represented a 65.5 percent increase over the preceding year.

Of the total shown above, \$58,872 was institutionally based and distributed as follows: Basic Educational Opportunity Grants (\$45,746 for 70 recipients); College Work Study (\$9,929 for 15 recipients); Scholarships (\$2,454 for 17 students); and Student Loans (\$743 for 17 students). Ninety-four students received the remaining \$27,216 of non-institutional funds including College

Foundation (\$2,300); Vocational Rehabilitation (\$2,284); Company and Designated Scholarships (\$3,060); Comprehensive Employment Training Act (\$8,724); and N.C. Veterans Children's Scholarships (\$10,848).

The characteristics of the recipients was similar to those of last year. The percentage of blacks receiving aid rose from 20 to 28 percent although only 11 percent of the students were black. Similarly, females comprised 29.6 percent of the student body but comprised 47.5 percent of those who obtained assistance. Better than 74 percent of those who qualified were between ages 18 and 23.

As indicated, veterans receiving G.I. Bill benefits were not included in the above figures. This group of individuals numbered 1,257 and they received an estimated \$3.3 million during the year. Of this amount, a maximum of only \$166,000 was paid in tuition. The remaining \$3.1 million in benefits was added to the local economy.

JOB PLACEMENT

Job placement fared well during 1975-76. Although a large number of jobs was not available, the improving economy did provide improved job opportunities for 70 confirmed placements, of which 42 were full-time and 28 part-time. Some 122 companies contacted the Placement Office and approximately 250 referrals were made. Numerous students were "called back" to positions formerly held. During the spring and summer months, it seemed that more jobs were available than graduates, especially in the engineering, secretarial, recreational grounds, data processing, furniture drafting, and accounting curriculums.

STUDENT ACTIVITIES

Student activities for 1975-76 were a mixture of considerable success and considerable frustration with no visible pattern to explain the differences.

There were four major types of activities: Student Government Association, Publications, curriculum organizations and athletics.

While the SGA, at times, floundered through lack of participation, it was certainly successful in several ventures. These included (1) the sponsorship of two Bloodmobiles in which approximately 300 pints of blood were collected; (2) two convocation cookouts; (3) Christmas dance; (4) selection of Miss CVTI; (5) selection of the Rotary Student of the Month; and (6) the contribution of \$500 to the CVTI Financial Aid program.

Both publications, the Catvatechi (annual) and the CVT Eye (newspaper) were outstanding in the view of both students and CVTI personnel. Student participation remained strong especially in the newspaper which, for the second year in a row, received a first place award in the Columbia Press national competition.

Student participation in curriculum organizations was limited during 1975-76 as several clubs found insufficient student interest and support. These included Delta Nu Alpha (transportation) and Phi Beta Lambda (business). On the other hand, the Future Secretaries Association remained quite active with several educational and social activities for its members. The Student Chapter of the Data Processing Management Association also developed additional student support.

While the athletic program suffered a setback as the basketball and cheer-leading programs were terminated, both golf and tennis developed strong interest. The termination of basketball resulted from the lack of facilities for practice and games. The golf program, on the other hand, was stronger than ever as the team finished second in the conference and fifth in the regional tournament with a 23-8 record. The Institute participated in the Western Tar Heel Conference tennis program for the first time and, although the team record was only 3-9, the program reached a new group of students.

STUDENT ACTIVITY FEES

The activities program is supported primarily through the student Activity Fee. Table VI, Receipts and Expenditures of Activity Fees, 1975-76, reports the income and expenditures for the SGA, publications, and athletics. The total funds available amounted to \$20,276.85 of which \$17,512.13 was used. Had all programs proposed by the SGA been implemented, the balance at the end of the year would have included only the restricted athletic funds of \$860.51. Anonymous contributions account for almost \$1,000 of the amount remaining in the Student Government account.

TABLE VI
RECEIPTS AND EXPENDITURES OF ACTIVITY FEES
1975-76

ACTIVITY	INCOME	EXPENDED	BALANCE
Juke Box	85.45	85.45	0
Other Revenue	68.41	68.41	0
Yearbook	9,042.07	9,042.07	0
Newspaper	3,168.03	3,165.91	2.12
Student Government	4,466.53	3,134.39	1,332.14
Athletics	2,876.41	2,015.90	860.51
Unallocated Fees	569.95	0	569.95
TOTAL	\$20,276.85	\$17,512.13	\$2,764.72

CAMPUS DEVELOPMENT

One of the most positive influences on the continued development of a first-quality educational atmosphere at CVTI was the completion of the east wing addition and the near-completion of the engineering technologies building during 1975-76. These two new facilities will not only double the overall amount of instructional space at CVTI in just two years, but the structures also are making possible a number of needed renovations in the older campus buildings. A third building, the maintenance warehouse, also stood close to completion in early September 1976. Because of the east wing and engineering projects, the process of disposing of mobile classroom units was started, resulting in six of the eight units being removed from the rear of the campus. The two remaining mobile units are to be removed following the occupation of the engineering building. Most of CVTI's building projects have been financed through a \$2.5 million bond issue approved by Catawba County voters in June 1974.

EAST WING ADDITION

The largest of the building projects to be financed through the bond issue, the 46,600-square-foot east wing addition was completed in late October 1975 and occupied in an orderly fashion from that time until late January. Perhaps the department benefitting the most from the completion of the new building was the Learning Resource Center, the last department to move in. The new Learning Resource Center, now one of the finest facilities of its kind in the state community college system, occupies an attractive 12,000-square-foot area which now has working stations (upholstered chairs, tables, typing room and study carrels) for 145 students at a time. The library portion now has shelf

space sufficient to expand its present holdings of some 23,000 volumes to 35,000 volumes. Other features of the new building include a complete graphics and printing department, a 172-seat teaching auditorium with modern audio-visual facilities, an audio studio for recording and duplication, 12 additional classrooms, four science laboratories, an expanded business office and offices for administrative and teaching personnel.

Besides the obvious benefits of new working and teaching facilities, the completion of the east wing also resulted in the remodeling and rearranging of space in the older campus building to improve working and teaching conditions for departments which could not move into the east wing. In chronological order: (1) the Dean of Instruction and Assistant Dean of Instruction moved into offices vacated by the President and the business office; (2) the Student Services office was remodeled to include space formerly occupied by the Dean of Instruction's staff, resulting in badly needed office space and a larger, but still generally inadequate, working area; (3) space which was previously occupied by the Learning Resource Center was remodeled to house a new Reading Laboratory and a larger Directed Studies Laboratory, a move which also resulted in the addition of two classrooms vacated by the Directed Studies Laboratory; (4) the old physics lab was remodeled to provide offices for the staff of the Continuing Education Division.

ENGINEERING TECHNOLOGIES BUILDING

Construction on the 34,339-square-foot engineering technologies building, which got underway late in the 1974-75 school year, lagged behind schedule this summer. Originally scheduled to be completed in time for use in the fall quarter of 1976, the structure is running behind schedule due to a number of small problems with contractors. The engineering technologies building,

when completed, will house laboratories, classrooms and faculty offices for curriculum programs in electronics, electronic product servicing, electrical installation and maintenance, electromechanical technology, architectural and mechanical drafting, and other industrial and civil engineering technologies. A major feature of the building will be a system of movable interior walls which will allow classrooms and laboratories to be adjusted in size according to student enrollment in the various programs.

When completely occupied, the engineering facility, like the east wing, will affect some major physical changes in older portions of the campus. For example, the remaining two mobile lab units will be removed, the automotive shop will be expanded to include the area now occupied by electrical installation and maintenance, and some additional classroom space will be gained by the move of classes into the new building. The occupation of the engineering building will help make it possible for CVTI to initiate new vocational diploma programs in air conditioning and refrigeration, auto body mechanics and welding in the near future.

WAREHOUSE FACILITY

The maintenance warehouse, a 9,600-square-foot building which was planned last year, progressed satisfactorily during 1975-76. Bids for the facility were opened in late March 1976, and the total cost of the building was some \$125,000, most of which will be accounted for from the 1974 bond issue. The maintenance warehouse will feature storage areas for instructional and custodial supplies and equipment, a shop area for routine maintenance and repairs, solid wastes-handling facilities, a loading dock for central receiving of supplies and materials, a storage area for grounds maintenance equipment and a utility fuel tank. The building is scheduled for completion in November 1976.

STUDENT SERVICES & GROUNDS MAINTENANCE

The alterations and expansion of Student Services offices, for the first time since the 1960s, made all student services available from one location. This move increased efficiency, improved cooperation and coordination of personnel, and reduced some delays in serving students. It did not, however, solve the problems of facilities needed for records processing, records storage, testing, expanded staff, student activities and food service. The CVTI Board of Trustees responded to this need by appointing a committee to study the Student Services needs and to make appropriate recommendations. Under consideration is a proposed two-story structure, to be located at the end of the existing west wing, which would house a food service facility on the ground floor with the Student Services complex located on the upper floor. Preliminary planning for such a facility is under way by Clemmer, Horton, Bush and Sills, Inc.

Overall, the grounds of the CVTI campus have been well maintained during the year, despite the large amount of construction work taking place on the campus. Several part-time student workers were retained to work full-time during the summer months, and their attitude and interest went far to keep the school grounds and roadways attractive. In addition, students from CVTI's landscaping curriculum made extensive plantings and mulching of shrub beds around the new east wing following the grading and seeding, and they maintained an attractive array of flowering plants in the areas adjacent to the patio at the student center.

FISCAL AFFAIRS

The duties of the Business Office again were carried out during the 1975-76 fiscal year by the Director of Fiscal Affairs, two accountants, one clerk and one inventory and equipment coordinator. This office is responsible for all CVTI financial affairs, the maintenance of the grounds and physical plant, bookstore operations, food service, purchasing and inventory control.

FINANCES

All funds, regardless of source, are audited by the North Carolina Department of Audits, and a formal report is later submitted to the institution. A two-year audit was made during the last fiscal year covering the 1973-74 and 1974-75 years, and no irregularities or unusual problems were found.

Current expense funds for the 1975-76 fiscal year totaled \$2,496,870, including an allotment of \$2,116,053 and Adult Basic Education funds in the amount of \$30,817 from the State of North Carolina through the Department of Community Colleges. The Catawba County Board of Commissioners appropriated a local government share of \$350,000 for operating expenses. Current expense funds from the State are predicated upon a formula which affects all institutions in the Department of Community Colleges according to enrollment, whereas county funds are requested on the basis of need and appropriated by the county commissioners after a review of all county agency budgets. Current expense funds reflected a 1.63 percent decrease from State sources compared with last year's budget and a 27.2 percent increase from the county. Overall, however, the county portion of the operating budget totaled just 14 percent. The

reduction in state funds, which affected all institutions in the community college system, reflected the general economic recession which, even while experiencing a recovery, resulted in sharply lower collections of state tax revenues.

Capital monies handled by CVTI during the fiscal year related primarily to the building projects financed under the \$2,500,000 bond issue of June 1974. The east wing was completed at a total cost of \$1,572,924.74, of which \$814,769.23 (51.7 percent) were State funds and \$758,155.51 (48.3 percent) was the county portion. The engineering technologies building, when completed, is expected to cost \$970,615, all in county bond monies. The capital budget for the maintenance warehouse now under construction is \$125,000, including \$95,344 for the general construction, \$9,048 for the plumbing contract, \$7,050 for the electrical contract, an architect's fee of \$8,247, and a contingency fund of \$5,311.

FEDERAL PROGRAMS

The federal government continued to play a significant role in the institution's funding by appropriating a total of \$156,878 for the fiscal year, more than twice the amount received in 1974-75. The federal funds were apportioned for federally sponsored educational programs as follows: College Library Resources Grant, \$3,918; College Work-Study, \$11,163; Supplemental Educational Opportunity Grants, \$1,103; Adult Basic Education, \$28,736; Veterans Cost of Instruction Program, \$29,550; Disadvantaged, \$17,087; Handicapped, \$10,547; Basic Educational Opportunity Grants, \$42,160; special Comprehensive Employment Training Act programs in woodworking and general office skills, \$12,614.

BOOKSTORE OPERATIONS

Total sales for the year 1975-76 were \$152,231 (including sales tax) as opposed to \$135,546 for the previous year, reflecting both higher prices for

items sold plus a higher student enrollment. The annual "buy-back" of used textbooks in the spring was discontinued, because the Student Government Association wished to conduct such an enterprise at the end of each quarter. The SGA used books program has been only moderately successful, in the views of students and school officials.

FOOD SERVICE

No change was made in this operation during the fiscal year. A seasoned group of attendants, employed by Servomation-Norman, Inc. handle the day-to-day service and maintain a high level of rapport with the students and CVTI staff. A study is now underway to incorporate a feeding facility into the new Student Services building presently under preliminary planning.

INVENTORY CONTROL

Since the employment of an inventory equipment clerk, all items of equipment have been tagged as property of the Department of Community Colleges. In May 1976, an inventory coordinator from the Department of Community Colleges visited the campus to conduct a thorough state inventory. Her report to the Department and to the CVTI President was most complimentary of the handling of this function and particular note made of the "cooperative, courteous and friendly" assistance of the faculty and staff. The faculty is well aware of the value of the equipment entrusted to it and generally acceptable care and control are exercised. Operating on a schedule of day and night utilization, with many part-time instructors, additional hazards of pilferage and misplacement are created.

COMMUNITY RELATIONS

The Director of Community Relations again worked closely with the institution's administration, faculty and staff to develop the overall community relations message and to select the appropriate means to reach the desired audience. Some 186 news releases--more than ever before--were sent regularly to newspaper and radio media in the area, stressing CVTI "news" such as new courses and programs, and a major informational campaign again was carried out in the late summer before fall quarter registration. Overall, some changes in direction and emphasis were made in community relations during the school year, but the most noticeable changes were in the quality of the services rendered, due mainly to access to new facilities.

NEWS RELEASES

The news release continued to be the main medium for conveying CVTI's message to the public, through the mass communication media of radio and newspaper. A large number of the releases continued to be announcements of new courses and programs, especially from the Continuing Education Division, but many types of news subjects were explored during the year. For example, news releases regularly covered such items of interest as construction projects on campus, meetings of the Board of Trustees, special promotions such as Veterans Education Day, new personnel, students of the month, the President's List, graduation exercises and awards, and official announcements about registration and testing.

A new strategy of obtaining news coverage in the local newspapers, the supplying of news or feature "tips" to individual reporters, was considered

to be quite successful during the year. Newspapers generally give better "play," or display treatment, to stories written by their own reporters, than to news releases or features provided by community relations personnel. Therefore, a better rapport was developed with certain newspaper reporters in Catawba County, and they were "fed" some story ideas and story angles to develop for themselves. Besides the fact that such stories were usually quite good, this tactic also had the result of freeing writing time for more routine announcement stories in an effort to reach special groups for special courses. Moreover, a continuing emphasis was placed on features for newspapers during the year, including such subjects as: (1) electronic ping-pong games to provide scholarship funds, (2) the modern world of agriculture and (3) women students in such programs as furniture management and automotive mechanics.

GREATER EMPHASIS ON RADIO

For the second straight year, a greater emphasis was placed on the use of radio for promotional purposes. The late summer informational campaign was carried out through the use of seven local radio stations and only three newspapers, partially reflecting a significant reduction in budgeted funds for purchasing time and space in the media. The summer promotional effort last year included 14 radio stations and six newspapers. Again, the 30-second spots on the radio were written to emphasize CVTI's low cost, quality education, variety of career programs, transferability of credits, veterans' benefits and other unique features. Radio continues to be the most efficient, and probably most effective, mass communications medium for the money. Radio is a "passive" medium which requires only that the listener turn on a knob, while newspaper is an "active" medium which requires the listener to set aside time especially for

reading, and selective reading at that. Radio is available to most listeners at any time during the day, while newspapers in this area are generally available only in the evenings when other media are competing for attention.

The strategy for radio promotions underwent a significant change this year in that emphasis will be placed on all four quarters during the year, rather than a major push in the fall and winter. For example, some 1,700 radio spots were used during summer 1975 to promote fall quarter classes; this year the number was only 351, but there was no corresponding proportional drop in inquiries about classes. The radio stations broadcast 126, or 36 percent, of those promotional spots free of charge during the summer. In addition, they generously use "public service announcements" throughout the year at no cost to the institution. Newspapers presently are being used exclusively for a listing of Continuing Education and evening credit courses at the beginning of each quarter. It should be noted that, while radio stations generally offer CVTI the best advertising rates they have and use a number of spots free, newspapers do not offer any kind of rate discount. The reduction in the use of newspapers, predictably, causes concern to be voiced by newspaper advertising and management personnel, but this concern does not materialize into more limited news coverage of CVTI activities or other repercussions. The reservations of those media who feel their advertising revenues are hurt always pass with time, only to be expressed again next year or next quarter.

BETTER FACILITIES

It should be noted that the newer, more modern facilities offered by the construction of the east wing greatly improved the quality of service provided to the communications media by the community relations program, especially to broadcasters. The weekly, five-minute interview program "CVTI TODAY" entered

its fifth year with a reproduced, technical level of quality that it had never known before. This was made possible by the use of the new audio studio in the Learning Resource Center, which includes reel-to-reel tape recording and duplication equipment of a much higher quality than the average radio station. Heard on 12 stations in six counties, "CVTI TODAY" has been a series of some 215 programs, which this year focused more on issues such as income taxes, financial planning, pension reforms, household gardening and landscaping--all subjects of courses offered at CVTI. "CVTI TODAY" continues to be the only program of its kind produced by a community college or technical institute in North Carolina with such a broad coverage area. The new studio also made possible the "in-house" production of public service and promotional spots which were mailed to the radio stations for use without editing.

New office space and an extensive darkroom facility also benefitted the community relations effort during 1975-76. A new private office, with quieter working conditions, contributed to the higher output of news releases and promotional items along with the acquisition of a full-time secretary who serves as a valuable aide in a number of community relations duties, such as darkroom processing and tape duplication. The new darkroom facilities contributed to a higher quality of photographic printing for distribution of photos to newspapers, and also resulted in a much more efficient use of time. The more professional facilities available naturally increased the number of photographic processes which can be performed "in-house" at lesser expense and in a shorter period of time than in the past.

OPEN HOUSE

A major effort was put into the successful promotion of a spring "open house" for the public, the first at the institution in several years. The open

house itself was an all-afternoon presentation of facilities and instructional demonstrations on Sunday, May 2, 1976, with as many as 2,500 local citizens participating. The open house represented an opportunity for any interested citizens to tour the campus and browse through the new east wing facilities as well as older parts of the campus. In conjunction with the open house, a special effort was made to contact and assemble the members of the school's original steering committee, former county commissioners and other individuals who had a hand in the founding of the Catawba County Industrial Education Center in the late 1950s. These men and women were assembled for a special private tour of the campus and a banquet on the night preceeding the open house, and many special memories of the early days of the institution were rekindled.

CVTI's open house and banquet for its founders were the major part of an overall effort to celebrate the 16th year of the institution's history, particularly in the spirit of the nation's Bicentennial year. Along with the open house activities, a special promotional campaign was made to publicize and emphasize CVTI's many positive qualities. The highlight of this campaign was the publication of a special 24-page 16th anniversary brochure which was distributed to interested persons at the open house itself and on several occasions since. The brochure, entitled "Education You Can Use," sounded the theme of CVTI's modern educational programs and recapped the history and the general development of the original facility into the institution as it is today. The brochure, which consumed a large amount of research time on the part of many individuals at CVTI, features sections on the school's founding, changing but steady enrollment growth, quality in curriculum programs, continuing education programs, campus facilities development, finances and past and present trustees. In connection with a series of newspaper features during the week

preceeding the open house, the brochure also featured comments from 19 individuals who represented the many strata of the local community, including present students, graduates and the leaders of local businesses and industry.

PERSONNEL

A high-quality educational program is always dependent upon a competent and interested faculty and staff. Judging by all available factors, including student-instructor rapport, success of present and former students, and cooperation among administrators, staff and instructors, CVTI was successful in maintaining its high-caliber of personnel during the 1975-76 school year. But the past year witnessed more personnel policy changes, transition and growth than at any other time in the institution's recent history. Most of the policy changes were caused by the intervention of one or more levels of government into everyday institutional operations as they pertain to personnel. As of August 31, 1976, Catawba Valley Technical Institute employed 130 persons on a full-time basis, including 67 instructors; eight administrators; 22 general staff (including coordinators, directors, library technicians and student services counselors); 12 in maintenance and grounds; 17 secretaries; and four in the business office. This number does not include full-time personnel who are employed by other government agencies and assigned to CVTI, such as an artist-in-residence, recruiter for the disadvantaged and handicapped and a Veterans Administration representative.

NEW POLICIES & PROCEDURES

Changes in personnel policies were so extensive during the year that the CVTI Policies and Procedures Manual was entirely rewritten after a thorough review of all personnel policies and procedures in effect in 1974-75. As outlined in the new Policies and Procedures Manual, a number of major changes were instituted, affecting personnel records, Affirmative Action, due process procedures,

application procedures and, for the first time, sick leave and other leave time. Personnel folders for all full-time and part-time credit employees were centralized in the administrative offices in order to insure confidentiality, to aid internal decision-making, and to minimize the possibility of loss or accidental destruction. Detailed procedures were established concerning the rights of an individual to access to his own file and by other persons to the personnel files.

A 15-page Affirmative Action Plan was developed by a special committee which cuts across personnel policies such as recruiting, selection, promotion and dismissal. A commitment to equal employment opportunities for all individuals is the heart of the Affirmative Action Plan with specific procedures outlined to insure that this commitment is met. An internal "due process" procedure was established to resolve employee complaints in matters of discrimination, academic freedom or other areas of importance. The employee may accept the decision reached at any level of the four-step procedure or may carry his appeal to the next stage of the procedure. Another policy was implemented specifying steps to be taken by supervisors in handling applications for employment at CVTI. The President's Administrative Assistant will maintain a file of all applications, which will be reviewed as positions become open at the institution. Perhaps gaining the most attention, a comprehensive policy was developed and adopted to cover annual vacation leave, sick leave, maternity leave and civil leave. The annual leave policy bases vacation days on the number of years of service at CVTI. Sick leave days which are allowed but not used by the employee may be utilized later for early retirement purposes under this new plan.

PERSONNEL CHANGE & NEW POSITIONS

At the end of the 1975-76 academic year, Catawba Valley Technical Institute employed seven more persons on a full-time basis than the previous year, a growth factor of 6.1 percent. Personnel changes in all areas of the institution reached an unusually high 14.5 percent in 1975-76 compared to just 3.5 percent the previous year. Reasons for changing personnel were quite varied and included the unfortunate deaths of two faculty members, Daniel R. Boone and Robert L. Denton, as well as the retirements of faculty members A. Clay Groves and Mrs. Pauline Coble. Twenty positions in all were affected by changes in personnel, including 13 of them in secretarial, clerk, technician and maintenance jobs which are traditionally more unstable than professional positions. Three persons left the institution for personal or educational advancement and two were dismissed for lack of performance, but most of the secretarial turnover was due to pregnancies and husbands being transferred to other jobs. Replacements for persons leaving the CVTI faculty and staff, however, are highly qualified and promise to strengthen rather than weaken the qualifications of the employees in general.

Significant changes in leadership also took place during the year as three instructors replaced division chairmen, two on a temporary basis, in the Business, Environmental and Life Sciences, and Related Divisions. Overall, seven new positions were created and filled during the year, including an Assistant Dean of Instruction for staff and instructional development, an instructor in the new education aide curriculum and a chairman for the new Health and Human Resources Division. In addition, three full-time positions were added in maintenance as well as one new secretary in administration.

TEACHING PERSONNEL

Sixty-seven of CVTI's employees are classified as instructors or other teaching personnel such as Directed Studies Lab coordinators. Of this number, 33 instructors hold master's degrees as maximum academic credentials, 22 have bachelor's degrees, six hold associate degrees and six have high school diplomas. In addition to the full-time teaching personnel, CVTI during the year employed 355 individuals from businesses, industry and other educational institutions as part-time instructors in evening credit programs (117) and Continuing Education courses (238). This is a decline from 397 persons who were employed as part-time instructors in 1974-75, reflecting the significant reduction in available funds, especially in Continuing Education. The smaller number of instructors and the greater enrollment in the 1975-76 year, of course, was reflected in a greater work load on teaching personnel. The average teaching load for full-time instructors went from 17.5 to 20.4 hours per week, an increase of some 14 percent. Moreover, teaching assignments were scattered throughout the day and evening hours, and instructors were assigned to registration and other non-teaching duties.

TABLE VII

CVTI BOARD OF TRUSTEES (As of August 31, 1976)

<u>NAME & OCCUPATION</u>	<u>APPOINTED BY</u>	<u>TERM EXPIRES</u>
Ralph B. Adcock, Chairman Textile Executive	School Boards	1977
Claude S. Abernethy, Jr. Vice Chairman Securities Broker	County Commissioners	1983
Mrs. Dorothy C. Armstrong Accountant	Governor	1981
Ralph L. Bowman Retired Furniture Executive	School Boards	1979
Ben B. Brooks U.S. Postal Service	Governor	1977
Emory M. Carpenter Catawba County Public Schools	School Boards	1983
Howard R. Frye Construction Contractor	Governor	1983
Weddie N. Gabriel Insurance & Real Estate	County Commissioners	1979
David A. Hunsucker Banker	Governor	1979
R. Walker Geitner Banker	School Boards	1981
Dr. John W. Lafferty Physician	County Commissioners	1977
R. Stuart Steele Gas Company Executive	County Commissioners	1981

